

DD/A Registry

File

DD/A 75-0474

30 January 1975

MEMORANDUM FOR: Director of Security

ATTENTION :

SUBJECT : Requests for Information from Agency Files

1. Reference is made to the attached Office of General Counsel memorandum of 24 January 1975, concerning requests for information from Agency files. A member of the Staff discussed this with the Office of General Counsel, and it is mutually understood that we are not referring to cases which come under the Freedom of Information Act, for which there are established procedures.

2. On 29 January 1975, the Deputy Director for Administration established the position that all these responses should come through the Directorate before being forwarded to the General Counsel. It was also agreed that the Office of Security should serve as the action component in developing a Directorate position, to include as appropriate, checks with the Offices of Personnel and Logistics. In effect, there is no need to check Information Services Group/DDO, but we must be sure that all appropriate elements of this Directorate are checked, and we cannot limit ourselves to the Office of Security.

3. We defer to you, but you may wish to develop specific focal points in the other offices, so there is a clear understanding of the ground rules.

Executive Officer

Deputy Director for Administration

Att - DD/A 75-0393 fr General Counsel to all ADD/s Re Requests for Information from Agency Files for Litigation and Other Purposes

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OGC 75-0256
24 January 1975

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Operations
Deputy Director for Science and Technology

SUBJECT: Requests for Information from Agency Files

This is to confirm our oral understanding of the change in the procedure for directing requests for any information from Agency files for litigation and other purposes. In the past the Office of General Counsel has sent requests for such information to the Chief, OSG/OC/DDO; the Deputy Director of Security for Policy and Management; and the Executive Assistant to the Director of Personnel. This Office will now direct all such requests to the Associate Deputy Directors for the Administration, Operations, and Science and Technology Directorates.



JOHN S. WARNER
General Counsel

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